



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF HUMAN RESOURCES**

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0367

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

5.110  
11-21-7  
11-30-75  
IF 1923-200  
cc 10-5  
ASSISTANT DIRECTORS  
EDWARD BARRIOS  
BEVERLY A. CAMPBELL

November 16, 1995

To: Department Heads  
From: Michael J. Henry  
Director of Personnel  
Subject: **CONTRACT LANGUAGE TO ASSIST IN PLACEMENT ACTIVITIES  
(REVISED)**

On June 16, 1995, I notified you that departments submitting service agreements over \$250,000 for Board approval were to request that contractors give first consideration in their future hiring to qualified permanent County employees targeted for layoff. The memorandum included suggested language that could be used for all such future agreements (Attachment I).

On July 7, 1995, Departmental Contract Managers were requested to ensure that Board letters for each week's contract filings contained a statement regarding the inclusion of the hiring provision. They were also requested to indicate in the Board letters if inclusion of the provision in particular agreements was inappropriate, unnecessary or unfeasible. Furthermore, the memorandum included a procedure for submission of copies of Board letters to my office for review and weekly reporting to the Board (Attachment II).

Since the implementation of the aforementioned procedure, significant workforce reductions have occurred in the Department of Health Services and other County departments. As a result, it is necessary that a minor modification in the suggested contract language be made that will include employees that have already been laid-off, as well as those targeted for layoffs after the effective date of each new or renewal agreement. Therefore, I am requesting that you advise your contract managers to revise the hiring provision, effective immediately, to read as follows:

"Should Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, Contractor shall give first consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a reemployment list during the life of this agreement."

NOV 21 1995  
11

Department Heads  
November 16, 1995  
Page 2

I am also requesting that you again instruct your contract management staff that all Board letters for service and construction contracts of \$250,000. or more. must include a brief statement addressing the hiring provision. The letters should indicate that the provision is included in the contract or that the provision is not included for one of the reasons cited in Attachment II.

It is critical that this procedure be followed closely. Any Board letters received in the future that do not address the hiring provision may be returned to the department for revision.

If you have any questions you may call me, or your staff may call Steven Hill of my staff at (213) 974-2519.

Thank you for your cooperation.

MJH:EB  
JS:SBH

Attachments

c: Each Supervisor  
Contract Managers

A. CONTROVERSY Rev